

In accordance with A.R.S. § 38-626A, approval is requested for the following out-of-state travel:

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PURPOSE OF TRAVEL AND LOCATION:

REMINDER: Individual costs equal to or greater than \$1,000.00 must be encumbered.

WHEN EXCEPTIONS TO POLICY ARE ANTICIPATED, FORWARD THIS APPROVAL FORM WITH AN EXCEPTION MEMO ATTACHED TO THE ADOA STATE COMPTROLLER.

AGENCY NAME

The Arizona State Travel Policy requires that a formal request for approval be submitted when any of the below listed travel conditions are anticipated: Circle those that apply.

- I. Lodging charges in excess of policy limits
- II. Use of State owned equipment out of country
- III. Use of private vehicle out of country

STATE COMPTROLLER - DEPARTMENT OF ADMINISTRATION